

**To: Mayor and Members of Township of Norwich Council**  
**From: Amy Hartley, Development Planner, Community Planning**

## **Application for Zone Change ZN 3-25-21 – Chad and Melanie Hill**

### **REPORT HIGHLIGHTS**

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- The Application for Zone Change proposes to rezone the subject lands from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-17G)' to permit a garden suite on the subject lands for a temporary period of time.
- Planning Staff are recommending that the garden suite be permitted for a temporary period of 20 years as the proposal appears to be consistent with the Provincial Planning Statement and generally maintains the intent and purpose of the Official Plan respecting temporary residential uses in the Agricultural Reserve.

### **DISCUSSION**

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#### **BACKGROUND**

OWNERS: Chad and Melanie Hill  
285874 Airport Road, Norwich, ON N0J 1P0

APPLICANT: Maria Anita Scholten  
285874 Airport Road, Norwich, ON N0J 1P0

LOCATION:

The subject lands are described as Part of Lot 5, Concession 6, (North Norwich), being Part 1, 41R-559. The lands are located on the south side of Airport Road, lying between Highway 59 and Base Line and are municipally known as 285874 Airport Road, Township of Norwich.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "N-1"      Township of Norwich      'Agricultural Reserve'  
Land Use Plan

TOWNSHIP OF NORWICH ZONING BY-LAW 07-2003-Z:

Existing Zoning:      'Residential Existing Lot Zone (RE)'

Proposed Zoning:      'Special Residential Existing Lot Zone (RE-17G)'

PROPOSAL:

The Application for Zone Change proposes to rezone the subject lands from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone' (RE-17G) to permit a garden suite for a temporary time period. As shown on Plate 3, the applicants propose to locate the garden suite to the immediate west of the existing dwelling on the lands.

The subject lands are approximately 0.8 ha (2 ac) in size. The lands contain an existing single-detached dwelling (circa 1988) with an approximate area of 292.2 m<sup>2</sup> (3,145 ft<sup>2</sup>) with an attached garage, a private well, and septic system. Surrounding uses are predominately agricultural, with existing non-farm rural residential uses in the vicinity and the boundary for the Village of Norwich located to the west of the subject lands.

Plate 1, Location Map with Existing Zoning, shows the location of the subject lands and the existing zoning in the immediate vicinity.

Plate 2, Aerial Map (2020), provides an aerial view of the subject lands and surrounding area.

Plates 3, Applicants' Sketch, depicts the configuration and location of the existing structures and proposed garden suite.

## APPLICATION REVIEW

### 2024 PROVINCIAL PLANNING STATEMENT

The 2024 Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act. The following outlines the key PPS policies that have been considered, but it is not intended to be an exhaustive list.

Section 4.3 of the PPS directs that planning authorities are required to use agricultural system approach and further that prime agricultural areas shall be protected for long term agricultural use. In prime agricultural areas, permitted uses and activities include agricultural uses, agriculture-related uses and on-farm diversified uses. All types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.

The PPS defines agricultural uses to mean the growing of crops, including nursery, biomass and horticulture crops, as well as the raising of livestock and animals for food, fur or fibre including poultry and fish, apiaries, agro-forestry, maple syrup production and associated on-farm buildings and structure including accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

### OFFICIAL PLAN

The subject lands are located within the 'Agricultural Reserve' designation according to the Township of Norwich Land Use Plan in the County of Oxford Official Plan.

The 'Agricultural Reserve' lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms, together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm. Additional dwelling units may be permitted on the farm unit in the form of temporary dwellings (mobile homes or modular dwellings) with Council approval.

Section 10.3.9 of the Official Plan states that garden suites may be permitted in rural areas provided that the principal dwelling is occupied by the parents, grandparents, child or grandchild of the property owner.

Prior to permitting a garden suite, an amendment to the Zoning By-law is required. The zone change will be subject to the following criteria:

- The garden suite can be accommodated using private services;
- The proposal is compatible with the surrounding area and able to satisfy the Minimum Distance Separation Formula I (MDS I);
- The subject property is suitable for an additional temporary dwelling unit with respect to relevant zone provisions;
- The garden suite will generally use the existing road access; and,
- The garden suite will not be located to the front of the principal dwelling on the lot.

If approved, the owner of the property will be required to enter into an occupancy agreement with the Area Council specifically related to matters pertaining to the use of the garden suite. It is also noted that garden suites are intended to be temporary in nature and as such consent to sever a surplus garden suite will not be permitted by the County Land Division Committee.

#### TOWNSHIP OF NORWICH ZONING BY-LAW

The subject lands are currently zoned 'Residential Existing Lot Zone (RE)' according to the Township of Norwich Zoning By-law, which permits a single detached dwelling and a garden suite in accordance with Section 5.11 of the Township's Zoning By-law.

The provisions of Section 5.11 (Garden Suites) further require the owner to secure approval of the appropriate zoning prior to establishing the temporary uses.

Occupancy is also limited to the retired parents or grandparents of the lot owner or lot owner's spouse, or a retiring lot owner, provided that the main dwelling is occupied by the son, daughter or grandchild of the retiring lot owner. In addition, garden suites are permitted to a minimum ground floor area of 55 m<sup>2</sup> (592 ft<sup>2</sup>) and a maximum ground floor area of 158 m<sup>2</sup> (1,700 ft<sup>2</sup>), and shall satisfy MDS requirements, or not further reduce an existing insufficient setback.

#### AGENCY COMMENTS

Oxford County Public Works had no objections to the proposal.

Canada Post noted that mail delivery will be via owner installed rural mailbox.

Township of Norwich Building Department indicated that a building permit is required for the installation of the garden suite and the proposed septic system.

### PUBLIC CONSULTATION

Notice of complete application and notice of public meeting regarding the application for zoning change were circulated to surrounding property owners on December 16, 2025, and December 23, 2025, respectively, in accordance with the requirements of the Planning Act. As of the date of this report, no comments or concerns have been received from the public.

### **Planning Analysis**

Section 39.1 of the Planning Act allows municipalities to permit garden suites as temporary residential uses for up to twenty (20) years. Additionally, Section 39.1(4) specifies that Council may grant further extensions of not more than three (3) years, if so requested. To maintain consistency throughout the Township and previous garden suite approvals granted by Township Council, Staff are recommending that the proposed garden suite be permitted on the subject lands for a period of 20 years, being January 13, 2026, to January 13, 2046.

With regard to the Provincial Planning Statement, Staff are satisfied that the proposed garden suite will not hinder surrounding agricultural uses given that the principal dwelling already exists on the property.

The applicant is proposing to locate the garden suite to the immediate west of the existing dwelling, and the proposed garden suite would be accessed by the existing driveway from Airport Road. Given this, staff are satisfied that the proposal is in keeping with the policy direction of the County Official.

The zoning provisions of the RE zone state that the lot area and lot frontage existing at the time of the passing of the Zoning By-law shall be deemed to be the required minimum. Further to this, the proposed location of the garden suite will meet the required setbacks as set out in the 'RE' zone provisions. The applicant has indicated that the gross floor area of the garden suite will be approximately 92.9 m<sup>2</sup> (1,000 ft<sup>2</sup>) but will meet the permitted minimum ground floor area of 55 m<sup>2</sup> (592 ft<sup>2</sup>) and no further zoning relief is being requested. Planning Staff are of the opinion that that the size of the garden suite would be adequate for habitation and will remain secondary to the existing single detached dwelling.

In light of the foregoing, Planning Staff recommend that the subject lands be rezoned to 'RE-17G' to permit a garden suite for a period of 20 years.

## RECOMMENDATIONS

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It is recommended that the Council of the Township of Norwich approve the zone change application submitted by Chad and Melanie Hill, whereby the lands described as Part of Lot 5, Concession 6, (North Norwich), being Part 1, 41R-559 in the Township of Norwich are to be rezoned from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-17G)' to permit a garden suite on the subject lands to be occupied for a period of twenty (20) years.

## SIGNATURES

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**Authored by:**     *"Original Signed by"*

Amy Hartley  
Development Planner

**Approved for submission:**     *"Original Signed by"*

Eric Gilbert, RPP, MCIP  
Manager of Development Planning



### Legend

- Parcel Lines:**
  - Municipal Boundary
  - Property Boundary
  - Assessment Boundary
  - Road
  - Unit
- Zoning Floodlines Regulation Limit:**
  - 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500):** RE

### Notes

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey.

December 15, 2025





#### Legend

- Parcel Lines**
- Municipal Boundary
  - Property Boundary
  - Assessment Boundary
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- 100 Year Flood Line
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#### Notes

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January 6, 2026



**SKETCH PLAN**

Use this page for sketch if survey plan is not available.

Return this sketch with application form.

**Without this sketch the application cannot be processed.**

Scale:

**KEY MAP**